



U.S. EMBASSY DHAKA

VACANCY ANNOUNCEMENT NUMBER – **2017-18A**

OPEN TO: US Citizen Eligible Family Members (USEFMs), Member of Household (MOH) – All Agencies, and All Qualified US Citizens.

POSITION: Re-advertisement: English Language Trainer, GS-09

OPENING DATE: **April 25, 2017**

CLOSING DATE: **Open Until Filled** (before 4:30 p.m.)

WORK HOURS: Full-time; 40 Hours/5 days per week

SALARY: GS-09 (Salary Scale: \$43,251 - \$56,229 annually)

Depending on qualifications and experience, Incumbent may be hired at a trainee grade (lower than the position grade)

This is a US Personal Services Contract, Resident-Hire position

The United States Agency for International Development (USAID) in Dhaka is seeking a US Citizen Eligible Family Member (USEFM), and Member of Household (MOH), Qualified US Citizen for the position of **English Language Trainer** in the Executive Office.

Candidates for employment are generally hired at the first step of the established grade of the position. In some instances, candidate may be hired at a higher step when exceptional qualifications so warrant. If there are no qualified candidates at the stated grade level, a candidate may be hired at a lower grade level.

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered. Thank you for your understanding.



BASIC FUNCTION:

The contractor shall function as the Mission's English Language Trainer. The English Language Trainer is responsible for the organizational and human capacity development of USAID Bangladesh Foreign Service National (FSN) staff to strengthen their capabilities to meet USAID English language requirements and maximize the impact of USAID activities in Bangladesh. S/he is responsible for designing, developing and implementing a program to enhance the spoken and written English language skills of FSN staff to meet the needs and requirements of an evolving and dynamic development environment. With the intent to build the skills of FSN staff to maximize the impact of USAID activities in Bangladesh, the English Language Trainer will create and lead a wide variety of training sessions targeting specific needs of staff at all levels of English Language proficiency.

MAJOR DUTIES AND RESPONSIBILITIES:

A. Technical Training and English Language Development.

- Design, implement and manage learning programs to develop the written and spoken English language skills of FSN staff, which could include group lessons, one on one tutoring sessions, print materials, written assignments, public speaking/presentation skills training, pronunciation exercises, etc., utilizing principles of clear writing/speaking/thinking and should be designed to meet the needs of all proficiency levels of staff and to adhere to Mission language development requirements.
- Assess current language training resources and staff needs to develop learning programs for staff.
- Review and make recommendations for staff's Individual Learning and Training Plans (ILTPs) regarding English Language training.
- Facilitate staff access to existing USAID English language learning resources, research and identify additional resources that may be useful to staff.
- Review USAID/Bangladesh's current method of testing English proficiency and if appropriate, identify a suitable replacement.
- Develop course materials and style guides to address language training needs related to grammar, speaking/presenting, writing for different audiences/purposes, etc.



B. Preparing/Editing Mission documents.

- Provide editing support for English language, content, clarity, organization, and quality, to staff preparing briefing papers, reports, memos, cables, speeches, talking points/scene setters and presentations responding to requests from Mission management, USAID/Washington, and other parties as needed for those documents.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

- 1. Education:** Bachelor's Degree required, in a field related to Education, English or Training. *(You must attach a copy of your academic certificate along with your application form.)*
- 2. Experience:** At least three years professional experience in training or performance management/human capacity development, writing, reporting and/or management and communications required. Demonstrated experience working on interdisciplinary and/or multicultural team environments working for international organizations, academic institutions, government agency, non-government organizations, or similar institutions is required. Demonstrated ability to develop and conduct training courses (including one-on-one, as well as in a classroom environment) is required.
- 3. Knowledge:** Candidate must possess knowledge of organizational human capacity development, training, technical writing and public speaking/presentation techniques.
- 4. Skills and Abilities:** Candidate must possess and demonstrate excellent communication skills, with emphasis on writing and speaking. Candidate must demonstrate skills and ability to conduct language development activities and possess good familiarity in word processing, spreadsheet programs and presentation programs. Candidate must demonstrate the ability to collect and analyze data and feedback. Candidate must possess and demonstrate the ability to lead/teach large groups as well as small groups and one on one. Strong oral communications and interpersonal skills required. Must be fluent in English and have proven ability to communicate quickly, clearly, concisely both orally and in writing.
- 5. Language Proficiency:** Candidate must possess excellent English writing skills and an ability to communicate effectively, both orally and in writing, in an efficient and professional manner.



ADDITIONAL SELECTION CRITERIA:

1. Management may consider the following when determining successful candidacy: nepotism, conflicts of interest, budget, and residency status.
2. The candidate must be able to obtain and hold a local security certification.

NOTE: Only newly hired employees (and former employees returning from a break in service) serve a probationary period. Current employees recently promoted to a new position must have approval from a supervisor to apply.

3. Current employees serving a probation period are not eligible to apply.
4. Candidate must be a U.S. citizen or U.S. resident alien and be able to obtain Facility Access security clearance.

HOW TO APPLY:

Interested candidates are requested to submit the following:

1. A cover letter of no more than 2 pages that demonstrates how the candidates' qualifications meet the work requirements;
2. A curriculum vitae which describes education and career experiences and achievements;
3. A completed and signed [Application Form AID-302-3](#);
4. Names, contact numbers, and addresses of three professional references;
5. A written statement certifying the date and length of time for which the candidate is available for the position.
6. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
7. Any other documentation (e.g. certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

To ensure consideration of applications for the intended position, please make reference to the solicitation number on your application, and as the subject line in any cover letter.

[Application Form AID-302-3](#)

TYPE AND DURATION OF APPOINTMENT:

One year, extendable subject to availability of funds and continued programmatic need for the position.

**BENEFITS/ALLOWANCES:**

As a matter of policy, and as appropriate, the resident-hire USPSC is normally authorized the following benefits and allowances:

BENEFITS:

Employee's FICA Contribution (USPSC only)
Contribution toward Health & Life Insurance
Eligibility for Worker's Compensation (USPSC only)
Annual & Sick Leave
Sunday Pay

AS THIS IS A RESIDENT HIRE USPSC POSITION, THE FOLLOWING WILL NOT BE PROVIDED BY THE MISSION:

Visa support
Air fare for Post arrival
Housing
Embassy Commissary access
Transport facilities
Embassy Medical Unit facilities

FEDERAL TAXES:

USPSCs are not exempt from payment of Federal Income taxes.

This contract will be awarded according to AIDAR Appendix D subject to availability of funds.

WHERE TO APPLY:

SUBMIT APPLICATION PACKET ELECTRONICALLY TO:

Dhaka-Jobs@USAID.gov

Attention: Supervisory Executive Officer
USAID HR Section/Executive Office
USAID/Bangladesh

POINT OF CONTACT:

Human Resources Section
Executive Office/USAID
Telephone: +88-02-5566-2000
FAX: +88-02-5566-2909



EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission in Dhaka provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix (DEFINITIONS)

Resident Hire USPSC: A U.S. citizen who, at the time of hire as a PSC, resides in the cooperating country as a spouse or dependent of a U.S. citizen employed by a U.S. government agency or under any U.S. government-financed contract or agreement, or for reasons other than for employment with a U.S. government agency or under any U.S. government-financed contract or agreement. A U.S. citizen for purposes of this definition also includes persons who at the time of contracting are lawfully admitted permanent residents of the United States.

Eligible Family Member (EFM): An EFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen or not a U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)); **or**
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
- Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Is under chief of mission authority.



U.S. Citizen Eligible Family Member (USEFM): A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Appointment Eligible Family Member (AEFM): An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

Member of Household (MOH): An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct hire employee under Chief of Mission authority, either Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is an individual who meets the following criteria:



- Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; and
- Officially declared by the sponsoring U.S. Government employee to the Chief of Mission (COM) as part of his or her household and approved by the COM; and
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen.

Not Ordinarily Resident (NOR) – An individual who meets the following criteria:

- An EFM, USEFM or AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.